



# EXEMPTION REQUEST FORM

## GUIDANCE ON COMPLETING THIS FORM

Lebanese government entities are asked to complete Part A of the form below and to return this form with supporting evidence to the Standards Management Unit Commissioner. The final decision will be communicated to the requesting entity.

Exemption requests are to be addressed in writing to the Standards Management Unit Commissioner.

### Part A:

- To be completed by the officially appointed website coordinator at the Lebanese government entity requesting the exemption. The appointment letter should be attached if not previously shared with the Unit.
- Must be signed by the entity's administration head (Minister, General Director, etc.).

### Part B:

- The Standards Management Unit will consider the request and make a decision upon the review and validation of its content with a period not exceeding 15 working days.

## PART A

### 1. CONTACT DETAILS

Entity Name:  
Contact Name:  
Mailing Address:

Entity Type<sup>1</sup>:  
Title:

Office Phone:  
Cell Phone:  
Email:  
Fax:

Submitted by (please print):

Date Submitted (DD/MM/YY):

Signature: \_\_\_\_\_

1-Entity Types are: Ministry, Public Agency, Control Agency, Department, Board, Council, Authority (Executive, Legislative and Judicial)



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2. WEBSITE INFORMATION	
URL: <i>(URL of the website to which the request applies)</i>	
Proposed Exemption Start Date (DD/MM/YY):	Proposed Exemption End Date (DD/MM/YY):
3. EXEMPTION ACTIVITY INFORMATION	
A. Description of the website requiring exemption: <i>(Background information including administrative information, strategic (audience, etc.) as well as functionalities - attach separate sheet if necessary)</i>	
B. Description of how the website is not compliant to the Website Standards for the Government of Lebanon:	
C. Description of temporary actions taken to minimize/mitigate non-compliance impacts if applicable:	
D. Impact on the government entity should it make its website comply with the Website Standards for the Government of Lebanon: <i>(e.g. lack of required budget, lack of required time or the existence of a binding contract with a service provider)</i>	
E. Grounds for applying for exemption of compliance, Please check one of the reasons below: <i>(Brief overview of the reasons why the agency should be exempted from the use of the Web Standards and Guidelines- Attach supporting evidence where appropriate)</i>	



**Please check the condition that applies:**

**Negative Audience Impact**

- The website was already revamped and launched within a full-fledged campaign including offline activities, above-the-line and below-the-line.
- A social marketing campaign targeting the Youth sector and imposing visuals which are not compliant with some of the guidelines specified in the policy.

**Technical Limitations**

- The source code of the website(s) is not available.
- The website was originally developed in a very complex and tangled control structure; the webmasters aren't able to conveniently access and amend CSS files, resulting in non-compliance on the "Separation of Presentation and Content" point within the Web Standards and Guidelines.

**Lack of Immediate Funds or Resources**

- The government website needs major re-development prior the application of the Web Standards and Guidelines.
- The government entity does not have qualified internal resources to implement the Web Standards and Guidelines.

**Agreements with Suppliers**

- A government entity had already signed a website design or development contract according to some original specifications that contradict or do not match with the website standards and guidelines specifications.
- A government entity has an ongoing non-refundable maintenance agreement for updates to regular Web pages with the agency that implemented the website.
- The contract terms makes the supplier the sole provider of maintenance services for the website in question, disallowing any other party from having access to or rights to change the website during the duration of the contract, at the expense of terminating the agreement.

**PART B - TO BE COMPLETED BY THE STANDARDS MANAGEMENT UNIT COMMISSIONER**

Received by (please print):

Date Received (DD/MM/YY):

Signature: \_\_\_\_\_

Date of Decision's Meeting:



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Formal decisions/recommendations made by the Standards Management Unit <i>Reason(s) for denying approval</i>	
Distribution List <i>(Relevant members)</i>	
Exemption Start Date (DD/MM/YY):	Exemption End Date (DD/MM/YY):

Approved  
Authorized signature

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Not Approved  
Authorized Signature

\_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be signed by the Standards Management Unit Commissioner and returned to the concerned entity before exemption is granted.